The Diamond R-IV School District would like to welcome back all students and staff. This year has been a year of anything but normal and will require us to do things a little different. The district will **not** be hosting our normal open house this year. However, students attending Pre-K, kindergarten, and students new to the district will be able to attend a “limited” open house by appointment only on August 20th from 5:30-7:00 by calling the Elementary Office to schedule this appointment. The mission of Diamond Schools is to keep our students and staff safe and protect them as best we can, and as a result, parents will not be allowed in school buildings this year. We understand that this is not an ideal situation, but feel it is the best way to protect our students and staff. Please refer to student enrollment schedules for enrollment information.

**SCHOOL DISTRICT NUMBERS**

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>325-5189</td>
<td>325-5187</td>
</tr>
<tr>
<td>Middle School</td>
<td>325-5336</td>
<td>325-5333</td>
</tr>
<tr>
<td>High School</td>
<td>325-5188</td>
<td>325-5331</td>
</tr>
<tr>
<td>Central Office</td>
<td>325-5186</td>
<td>325-5338</td>
</tr>
</tbody>
</table>

**ADMINISTRATION**

- Superintendent of Schools: Dr. Keith White
- High School Principal & Activities Director: Chris Mettlach
- Dean of Students: Mac Whitehead
- Middle School Principal: John Lawrence
- Elementary Principal: Lisa Northup
- Director of Special Services: Dr. Laura Weaver

**ACTIVITIES/SPORTS INFORMATION**

All students participating in sports **MUST** have a physical and proof of insurance **BEFORE** they can take part in **ANY** sport, including practices. This is mandated by MSHSAA for students in grades 7th – 12th. There are no exceptions. The MSHSAA Participation Certificate, the Concussion Packet, and drug testing form **must** be completed and signed by **ALL** parents/guardians before a student can participate in **ANY** sport. Parents have an opportunity to purchase an accident insurance plan through **Markel Corporation**, which will have several coverage options. Students can get immediate coverage by enrolling online or by phone. The online link can be found on the school website under the Athletics/Activities tab or by calling 1-877-444-5014.

**BOOSTER CLUB – INFORMATION**

- President: Monica Clement
- Vice-President: Brandi Rifenberg
- Secretary: Amber LaFleur
- Treasurer: Jennifer Gray
- MS Coordinator: Lisa Marbough

Contact us at [diamondboosterclub@gmail.com](mailto:diamondboosterclub@gmail.com) or on Facebook - Diamond “Big D” Booster Club

**STUDENT ENROLLMENT / SCHEDULES**

Student enrollment has moved to the web. Attached you will find enrollment instructions. If students haven’t picked up their schedules, they can be found on the Lumen Portal or call the respective building secretary to make an appointment. If choosing to enroll in person, enrollment hours are 8:30 – 3:00pm. Students will be able to pick up their schedules and locker assignments using the following schedule:

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>DATE</th>
<th>MIDDLE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>August 10th</td>
<td>8th Grade</td>
</tr>
<tr>
<td>Juniors</td>
<td>August 11th</td>
<td>7th Grade</td>
</tr>
<tr>
<td>Sophomores</td>
<td>August 12th</td>
<td>6th Grade</td>
</tr>
<tr>
<td>Freshman</td>
<td>August 13th</td>
<td>5th Grade</td>
</tr>
</tbody>
</table>

**NEW STUDENT ENROLLMENT – AUGUST 14th**

**ELEMENTARY:**

Parents can enroll students into the 2020-2021 School Year via online registration or by appointment starting August 3rd, 2020. A “limited” open house will be offered to students Pre-K, kindergarten, and new students on August 20th, from 5:30-7:00 by **appointment only**. We will not be hosting our traditional open house this year due to CDC recommended guidelines, to help prevent the spread of COVID-19.

State law requires that students, new to the district, **MUST** bring health records, birth certificate, and proof of residency at the time of enrollment and **MUST** be accompanied by a parent/guardian in order to enroll.
BREAKFAST / LUNCH INFORMATION

Breakfast & Lunch prices for 2020 – 2021 have increased as follows:

- PK – 4th Grade: $1.70
- 5th – 12th: $1.70
- Reduced Breakfast: $0.30
- Reduced Lunch: $0.40
- Full Pay Lunch: $2.20
- Full Pay Lunch: $2.10

We have included the free/reduced price meals application to this mailer and encourage parents to complete the form and return it with your student the first day of school. Qualification guidelines change from year to year, so even if you didn’t qualify in the past and with today’s challenging economy, you very well could qualify now. We are asking ALL families complete an application regardless of your potential status. The school benefits greatly when students qualify under the program. For example, the district was able to provide 68,690 free meals this past spring to students throughout our community due to the participation in the free & reduced lunch program. If you have more than one student in the district, you only need to fill out ONE application. Applications can also be downloaded from the school website and returned to the Food Service Department to process.

If you need assistance completing the free/reduced applications, please don’t hesitate to call (417)325-5186 ext. 4005, email bschmitt@diamondwildcats.org, or come by the Central Office and we will be glad to assist you.

Students ARE NOT allowed to charge meals. We ask that every effort is made to keep your child’s lunch account current. If there are questions regarding the charges or concerns, please don’t hesitate to contact the Food Service Department at (417)325-5186 ext. 4005. Each parent will be given access to their student’s information and lunch account via a link on diamondwildcats.org. Instructions will be sent home with each student the first week of school. When a student has a negative balance an auto call will be sent out. If email address is provided, notification can be sent via email as well.

MOVING MOUNTAINS INFORMATION:

Moving Mountains Inc. is a non-profit organization designed to help Diamond Schools’ students succeed by providing for their basic needs and alleviating some stress and worry created when parents are unable to provide some of the basic things their child needs. Those wanting to participate must bring proof of enrollment in the Diamond R-IV School District and proof of need (i.e. EBT card, FS #, proof of receiving free/reduced meals last year, etc.). All information is kept confidential and those needing assistance are not identified or singled out.

Each year Moving Mountains hosts a back to school night. This event will take place THURSDAY, AUGUST 20th FROM 5:00 – 7:30pm at the Moving Mountains building across the street from the Elementary School.

In light of current events, we will only allow children inside during the event. Only one family member will check in, be given the required paperwork, a number, and return to your car to complete paperwork. We cannot allow anyone to congregate outside of the facility.

To save time, and allow us to serve as many children as possible, students will receive back packs, school supplies, new pair of tennis shoes, new underwear, socks, and haircuts, if needed. We are working on the final details to determine how haircuts will be given.

Once your number is called, you will send your child to the table with the completed paperwork and he/she will be taken inside and given the needed items. Clothing and coats will be given out at a later date by appointment only.

We apologize for this new process, but in an effort to comply with current school and county mandates, this will be the procedures for this year’s event.
NEW STAFF & ASSIGNMENT CHANGES

ELEMENTARY:
New Staff:
- Krystle Transeau – Secretary
- Tricia Beckett – Parents As Teachers
- Breanna Alford – Kindergarten
- Brandy Packard – 2nd Grade
- Carly Welch – 3rd Grade
- Morgan McLees – 4th Grade
- Shea Piercy – Art
- Lacey Arroyo – Title 1 Paraprofessional
- Lucy Wright – Title 1 Paraprofessional
- Kelley Harrell – Special Education Paraprofessional

Staff Assignment Changes:
- Tina Wilson – 1st grade
- Teresa Jameson – Kindergarten
- Sherri Austin – 3rd Grade
- Niki Higgs – 5th Grade
- Julie Killebrew – 5th Grade
- Sadie Steele – Elementary Counselor
- Jeri Cope – Title 1 Reading (3rd – 5th)
- Becca Sallee – Title 1 Paraprofessional

MIDDLE SCHOOL:
New Staff:
- David Brinkley – Special Education
- Sean Kelly – Counselor
- Kelley Harrell – Paraprofessional

Staff Assignment Change:
- Bob Roszell – 6th Grade Science & Social Studies
- Deann Drake – 6th Grade ELA

HIGH SCHOOL:
New Staff:
- Chris Mettlach – Principal / Athletic Director
- Mac Whitehead – Dean of Students
- Maura Renfro – Agriculture
- Kailey Dallas – Marketing/DECA

DISTRICT WIDE CHANGES:
New Staff:
- Dr. Keith White – Superintendent of Schools
- Dr. Laura Weaver – Director of Special Education

The Administration, Faculty, and Staff would like to express our heartfelt thanks to the Diamond First Baptist Church for our “Welcome Back” lunch & the Diamond Christian Church for providing the “Dessert Bar” for our in-service training. We appreciate the hospitality and the continued support throughout the school year.

TRANSPORTATION

If your student requires bus transportation, you can contact Beth Baker at 417-325-5186 ext. 4006 or bethb@diamondwildcats.org or Ron Gray, Transportation Director at 417-325-5186 ext. 4010 or rgray@diamondwildcats.org.

SCHOOL SUPPLIES

Supply lists are on the school website and at your local Walmart, Target, & Walgreens Stores. If purchasing school supplies creates a hardship, please consider contacting Moving Mountains to see if you qualify for assistance.

Substitute Teachers

If you are interested in being a substitute teacher and you have your Missouri Substitute certificate, fill out an application on www.diamondwildcats.org.
ELIGIBILITY CRITERIA FOR FREE AND REDUCED PRICE MEALS
EFFECTIVE JULY 1, 2020

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Maximum Household Income Eligible for Free Meals</th>
<th>Maximum Household Income Eligible for Reduced Price Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annually</td>
<td>Monthly</td>
</tr>
<tr>
<td>1</td>
<td>$16,588</td>
<td>$1,383</td>
</tr>
<tr>
<td>2</td>
<td>22,412</td>
<td>1,868</td>
</tr>
<tr>
<td>3</td>
<td>28,236</td>
<td>2,353</td>
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<tr>
<td>4</td>
<td>34,060</td>
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<td>6</td>
<td>45,708</td>
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<tr>
<td>7</td>
<td>51,532</td>
<td>4,295</td>
</tr>
<tr>
<td>8</td>
<td>57,356</td>
<td>4,780</td>
</tr>
<tr>
<td>Each add'l member</td>
<td>+ 5,824</td>
<td>+ 486</td>
</tr>
</tbody>
</table>

**Family/Household** means a group of people who may or may not be related and who do not live in an institution or a boarding house, but who are living as one economic group. Students who are temporarily away at school should be counted as members of the family; however, students who are full-time residents of an institution are considered a family of one.

**Gross Income** means income before deductions for income taxes, employee’s social security taxes, insurance premiums, charitable contributions, bonds, etc. It includes the following:

1. Monetary compensation for services, including wages, salary, commissions, or fees;
2. Net income from non-farm self-employment;
3. Net income from farm self-employment;
4. Social security;
5. Dividends or interest on savings or bonds or income from estates or trusts;
6. Net rental income;
7. Public assistance or welfare payments;
8. Unemployment compensation;
9. Government civilian employee or military retirement, or pensions, or veteran’s payments;
10. Private pensions or annuities;
11. Alimony or child support payments;
12. Regular contributions from persons not living in the household;
13. Net royalties; and
14. Other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child’s meal.

**Income** does not include any income or benefits received under any Federal program, which are excluded from consideration as income by any legislative prohibition.

In a household where there is income from wages and self-employment and the self-employment reflects a negative net income, consider that income as zero so as not to offset the wages earned.

In applying guidelines, the family’s current rate of income should be used in determining eligibility.

**Current Income** is defined as income received during the month prior to application if such income is representative. Where the prior month’s income was much higher or lower than usual, expected income for this year (12 months starting from the prior month) may be used; for example, self-employed people, farmers, and migrant workers. (Information follows on the reverse side.)
**Foster Children** whose care and placement is the responsibility of the State, or who is placed by a court with a caretaker household, is categorically eligible for free meals and may be certified without an application. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child on the same household application that includes the non-foster children. Foster children on the DC list are free eligible. Foster children cannot extend eligibility to household members.

**Institutionalized Children** are considered a one-member family and only monies the child actually receives and controls shall be considered as income for determining eligibility.

**Adopted Children** for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a “subsidized” adoption, which may include children with special needs, the subsidy is included in the total household income.

Because some adopted children were first placed in families as foster children, parents may not be aware that, once the child is adopted, he/she must be determined eligible based on the economic unit and all income available to that household, including any adoption assistance, is counted when making eligibility determination.
LETTER TO PARENTS
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. DIAMOND R-4 SCHOOL DISTRICT offers healthy meals every school day. Breakfast costs $1.70; lunch costs $2.10 for ELEM and $2.20 for MS/HS. Your children may qualify for free meals or for reduced price meals. Reduced price is $.30 for breakfast and $.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FPDIR) or Temporary Assistance/Temporary Assistance for Needy Families (TANF), are eligible for free meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school's Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annually</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,606</td>
<td>$1,968</td>
<td>$454</td>
</tr>
<tr>
<td>2</td>
<td>31,894</td>
<td>2,658</td>
<td>614</td>
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<td>3</td>
<td>40,182</td>
<td>3,349</td>
<td>773</td>
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<td>4</td>
<td>48,470</td>
<td>4,040</td>
<td>933</td>
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<tr>
<td>5</td>
<td>56,758</td>
<td>4,730</td>
<td>1,092</td>
</tr>
<tr>
<td>6</td>
<td>65,046</td>
<td>5,421</td>
<td>1,251</td>
</tr>
<tr>
<td>7</td>
<td>73,334</td>
<td>6,112</td>
<td>1,411</td>
</tr>
<tr>
<td>8</td>
<td>81,622</td>
<td>6,802</td>
<td>1,570</td>
</tr>
<tr>
<td>For each add'l person add</td>
<td>+ 8,288</td>
<td>+ 691</td>
<td>+ 160</td>
</tr>
</tbody>
</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Dr. Laura Weaver at 417-325-7321 or by email at lweaver@diamondwildcats.org.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Brenda Schmitt at P.O. Box 68 Diamond, MO 64840 417-325-5186.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Brenda Schmitt at 417-325-5186 ext. 4005 or bschmitt@diamondwildcats.org immediately.

5. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Brenda Schmitt, P.O. Box 68 Diamond, MO 64840, 417-325-5186 ext. 4005, or bschmitt@diamondwildcats.org

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income that we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Brenda Schmitt, 417-325-5186 ext. 4005, or bschmitt@diamondwildcats.org to receive a second application.

15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

16. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit diamondwildcats.org to begin or to learn more about the online application process. Contact Brenda Schmitt, 417-325-5186, or bschmitt@diamondwildcats.org if you have any questions about the online application.

If you have other questions or need help, call 417-325-5186 ext. 4005.

Sincerely,

Brenda Schmitt

USDA Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
**HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS**

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the Diamond R-4 School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Brenda Schmitt, 417-325-5186 ext. 4005 or bschmitt@diamondwildcats.org.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

---

**STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:
- Children age 18 or under AND are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending ALL DIAMOND SCHOOLS, regardless of age or grade.

<table>
<thead>
<tr>
<th>List each child’s name: Print each child’s name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</th>
<th>Building name/Grade: If child is a student, list building name and grade.</th>
<th>Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the child’s name. If you are ONLY applying for foster children, after finishing <strong>STEP 1</strong>, go to <strong>STEP 4</strong>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</th>
<th>Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway” box next to the child’s name and complete all steps of the application.</th>
</tr>
</thead>
</table>

**STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?**

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:
- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

If no one in your household participates in any of the above listed programs:
- Leave **STEP 2** blank and go to **STEP 3**.

If anyone in your household participates in any of the above listed programs:
- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636
- Go to **STEP 4**.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS**

**How do I report my income?**
- Use the charts titled “Sources of Income for Adults” and “Sources of Income for Children,” printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes
  - Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

*(Information follows on the reverse side.)*
Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

### 3.A. REPORT INCOME EARNED BY CHILDREN

**A)** Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

**What is Child income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

### 3.B. REPORT INCOME EARNED BY ADULTS

**Who should I list here?**
- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT Include:**
  - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
  - Infants, children and students already listed in STEP 1.

**List adult household members’ names.**
Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

**Report earnings from work.** Report all total gross income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from your gross receipts or revenue.

**Report income from pensions/retirement/all other income.**
Report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

**Report total household size.** Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**Report income from public assistance/child support/alimony.**
Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. Income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

**Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

**Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if you need to contact you.

**Print and sign your name and write today’s date.**
Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

**Mail Completed Form to:**
Diamond Schools
P.O. Box 68
Diamond, MO 64840

**Share children’s racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.
### 2020-2021 Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

<table>
<thead>
<tr>
<th>Child's First Name</th>
<th>MI</th>
<th>Child's Last Name</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How To Apply for Free and Reduced Price School Meals for more information.

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 (Do not complete STEP 9) Case Number: __________

Write only one case number in this space

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered ‘Yes’ to STEP 2)

**A. Child Income**

Sometimes children in the household earn income. Please include the TOTAL gross income earned by all children listed in STEP 1 here.

- Child income: $__________
  - Weekly: __________
  - Bi-Weekly: __________
  - Every 2 Months: __________
  - Monthly: __________

**B. All Adult Household Members (including yourself)**

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if you receive income, report gross income (before taxes) for each source in whole dollars (no cents) only. If you do not receive income from any source, write ‘0’. If you enter ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report.

<table>
<thead>
<tr>
<th>Name of Adult Household Member (First and Last)</th>
<th>Earnings from Work</th>
<th>How often?</th>
<th>Public Assistance/Child Support/Alimony</th>
<th>How often?</th>
<th>Pensions/Retirement/All Other Income</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Household Members (Children and Adults): __________

Last four digit of Social Security Number (SSN) of primary wage earner or other adult household member: __________

**STEP 4** Contact information and adult signature

Mail Completed Form To: Diamond R-4 School District P.O. Box 68 Diamond, MO 64840

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.*

- Street Address (if available): __________
- Apt #: __________
- City: __________
- State: __________
- Zip: __________
- Daytime Phone and Email (optional): __________

Printed name of adult completing the form: __________

Signature of adult completing the form: __________

Today's date: __________

DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY.

**ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)**

- Food Stamps/Temporary Assistance: Household size: __________
- Total income: __________
- Per: __________
- Weekly: __________
- Every 2 Weeks: __________
- Twice a Month: __________
- Month: __________
- Year: __________

Eligibility: _Free_ _Reduced_ _Denied_ _Reason:_____________

Determining Official’s Signature: __________

Confirming Official’s Signature (For verification purposes only): __________

Date: __________
**INSTRUCTIONS** | **Sources of Income**

<table>
<thead>
<tr>
<th>Sources of Income for Children</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Earnings from work</td>
<td>A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>- Social Security</td>
<td>A child is blind or disabled and receives Social Security benefits</td>
</tr>
<tr>
<td>- Disability Payments</td>
<td>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
</tr>
<tr>
<td>- Survivor's Benefits</td>
<td></td>
</tr>
<tr>
<td>- Income from person outside the household</td>
<td>A friend or extended family member regularly gives a child spending money</td>
</tr>
<tr>
<td>- Income from any other source</td>
<td>A child receives regular income from a private pension fund, annuity, or trust</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of Income for Adult</th>
<th>Earnings from Work</th>
<th>Public Assistance/ Alimony/Child Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Salary, wages, cash bonuses</td>
<td>- Net income from self-employment (farm or business)</td>
<td></td>
</tr>
<tr>
<td>- Social Security</td>
<td>If you are in the U.S. Military:</td>
<td></td>
</tr>
<tr>
<td>- Disability Payments</td>
<td>- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</td>
<td></td>
</tr>
<tr>
<td>- Survivor's Benefits</td>
<td>- Allowances for off-base housing, food and clothing</td>
<td></td>
</tr>
<tr>
<td>- Income from person outside the household</td>
<td>- Unemployment benefits</td>
<td></td>
</tr>
<tr>
<td>- Income from any other source</td>
<td>- Worker's compensation</td>
<td></td>
</tr>
</tbody>
</table>

**OPTIONAL** | **Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If ethnicity/race is not so determined.

Ethnicity (check one): [ ] Hispanic or Latino [ ] Not Hispanic or Latino
Race (check one or more): [ ] American Indian or Alaskan Native [ ] Asian [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR Identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative program information (e.g. Braille, large print, audiotape, etc.), should contact the Agency (State or local) Individuals who are deaf, hard of hearing or have USDA through the Federal Relay Service at (800) information may be made available in language

To file a program complaint of discrimination, complete Discrimination Complaint Form, (AD-3027) found http://www.ascr.usda.gov/complaint_filing_cust. write a letter addressed to USDA and provide in requested in the form. To request a copy of the Submit your completed form or letter to USDA:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

☐ YES

☐ NO

MO HealthNet (Medicaid) is considered healthcare insurance.

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: ____________________________

Mailing Address: ___________________________________________

City: ____________________________ State: ___________ Zip Code: ___________
### INCOME GUIDELINES EFFECTIVE APRIL 1, 2020

**Children under age 1 at 196% of the federal poverty level:**

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income Limit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2085</td>
</tr>
<tr>
<td>2</td>
<td>$2816</td>
</tr>
<tr>
<td>3</td>
<td>$3548</td>
</tr>
<tr>
<td>4</td>
<td>$4280</td>
</tr>
<tr>
<td>5</td>
<td>$5012</td>
</tr>
</tbody>
</table>

**Children ages 1-18 at 148% of the federal poverty level:**

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income Limit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1574</td>
</tr>
<tr>
<td>2</td>
<td>$2127</td>
</tr>
<tr>
<td>3</td>
<td>$2679</td>
</tr>
<tr>
<td>4</td>
<td>$3232</td>
</tr>
<tr>
<td>5</td>
<td>$3784</td>
</tr>
</tbody>
</table>

**150% of the federal poverty level:**

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income Limit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1595</td>
</tr>
<tr>
<td>2</td>
<td>$2155</td>
</tr>
<tr>
<td>3</td>
<td>$2715</td>
</tr>
<tr>
<td>4</td>
<td>$3275</td>
</tr>
<tr>
<td>5</td>
<td>$3835</td>
</tr>
</tbody>
</table>

**300% of the federal poverty level:**

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income Limit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3190</td>
</tr>
<tr>
<td>2</td>
<td>$4310</td>
</tr>
<tr>
<td>3</td>
<td>$5430</td>
</tr>
<tr>
<td>4</td>
<td>$6550</td>
</tr>
<tr>
<td>5</td>
<td>$7670</td>
</tr>
</tbody>
</table>

*If appropriate the Federal Poverty level changes in April.
Does your child need health care coverage?
MO HealthNet for Kids may be the answer.

MO HealthNet for Kids is a program that provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. (See back for income guidelines.)

Who Is Eligible?

A child:
• who is under age 19;
• who has or applies for a social security number;
• who lives in Missouri and intends to remain;
• who is a United States citizen or an eligible qualified non-citizen (NOTE: receipt of MO HealthNet benefits does NOT subject qualified non-citizens to public charge consideration);
• the parent must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support; and
• who has countable family income which meets the income guidelines.

MO HealthNet for Kids Non-SCHIP

• 196% FPL for children under age 1
• 148% FPL for ages 1-18

MO HealthNet for Kids (SCHIP) Non-Premium

• Family gross income over 148% FPL up to 150% FPL; and
• Child is uninsured

MO HealthNet for Kids (SCHIP) Premium

• Family gross income over 150% FPL up to 300% FPL;
• Child is uninsured; and
• Children in families with gross income over 150% FPL without access to affordable health insurance (from $82 to $204 per month, based on family size and income) and the family must pay a monthly premium. Premium amounts change in July of each year. The premium is based on family size and income to insure that no family pays more than 5% of their income for coverage.

To Apply:

• **On line** at https://mydss.mo.gov/healthcare. Please send an email to cole.mhnpolicy@dss.mo.gov with subject line "School" to let us know to watch for your application.)
• **By telephone** at 1-855-373-9994. When speaking with a representative please tell them this is a “School Application”.
• **Request an application** from 1-855-FSD-INFO (1-855-373-4636). Please write “SCHOOL” at the top of the application.
• **Print an application** online at http://dss.mo.gov/fsd/formsmanual/pdf/im-1ssl.pdf. Please write “SCHOOL” at the top of the application.
### Diamond R-IV School District

#### 2020-2021 School Calendar

**Aug 17-18 New Staff**
Aug 19-21 All Staff Begins
Aug 24 Student’s First Day
Sept 7 Labor Day
Oct 16 End of 1st Quarter
Oct 19 Begin 2nd Quarter
Oct. 26 Parent/Teacher Conf
(Appointment Only)
Nov 23-27 Thanksgiving Break
Dec 18 End of 2nd Quarter
Dec 21-Jan 4 Christmas Break
Jan 4 Teacher PD Day
Jan 5 Begin 3rd Quarter
Jan 18 Martin Luther King Jr. Day
Feb 15 Presidents Day
Mar 5 End of 3rd Quarter
Mar 8 Begin 4th Quarter
Mar 22-26 Spring Break
Apr 2 Easter Break
May 7 Graduation 7:30 pm
May 14 Student’s Last Day (½ Day)
May 17 & 18 Teacher Work Days
May 31 Memorial Day
June 2-29 Summer School

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**Note:** As part of our Fixed Blended Learning Model, Alternative Methods of Instruction (AMI) will be utilized during any school closures that must occur. There are 36 weather make-up hours built into the calendar.